

COST SHEET

Description of Service	Unit per measure	Cost each
1. BASIC TRANSLATION SERVICES		
Provide a cost per word of translation services into the following languages for specialty/technical fields and consumer correspondence. Add lines for any cost differences related to particular dialects or subject matters as appropriate.		
Arabic	Per word	\$0.26
➤ Pre-translation or repetition of unit of meaning of phrases	Per Leverage Word	\$0.09
Chinese	Per word	\$0.26
➤ Pre-translation or repetition of unit of meaning of phrases	Per Leverage Word	\$0.09
English	Per word	
➤ Rates are similar from or into the target languages		
French	Per word	\$0.20
➤ Pre-translation or repetition of unit of meaning of phrases	Per Leverage Word	\$0.07
German/German Mennonite	Per word	\$0.20
➤ Pre-translation or repetition of unit of meaning of phrases	Per Leverage Word	\$0.07
Hmong	Per word	\$0.26
➤ Pre-translation or repetition of unit of meaning of phrases	Per Leverage Word	\$0.09
Lao	Per word	\$0.26
➤ Pre-translation or repetition of unit of meaning of phrases	Per Leverage Word	\$0.09
Russian	Per word	\$0.19
➤ Pre-translation or repetition of unit of meaning of phrases	Per Leverage Word	\$0.07
Spanish	Per word	\$0.18
➤ Pre-translation or repetition of unit of meaning of phrases	Per Leverage Word	\$0.06
Vietnamese	Per word	\$0.24
➤ Pre-translation or repetition of unit of meaning of phrases	Per Leverage Word	\$0.08
2. EXPEDITED REQUESTS (per section 5.3.3)		
Provide a cost per line of source language for summary or paraphrasing to English.	Per line	N/A
Provide a cost per English word of translation for agency's response into the target (original) language.	Per word	Please refer below
Arabic	Per word	\$0.39
Chinese	Per word	\$0.39
English	Per word	N/A
French	Per word	\$0.30

Description of Service	Unit per measure	Cost each
German/German Mennonite	Per word	\$0.30
Hmong	Per word	\$0.39
Lao	Per word	\$0.39
Russian	Per word	\$0.29
Spanish	Per word	\$0.27
3. REVISIONS		
Cost for revisions per request. A revision is defined as a change of five sentences or fewer within a three-page document. Revisions also include, but are not limited to: a program name change throughout a document or set of documents; and a change in a repeated phrase or sentence throughout multiple pages or documents.	Per request	\$62.50
4. EDITING		
Cost per page for editing a previously translated document by another party.	Per page	\$15.50
5. FORMATTING		
Formatting cost per page for documents such as brochures, forms, and notices.	Per page	\$15.50
Vendor shall provide accurate translation of submitted material. Correction of mistranslated material shall be provided at no additional cost to the State.		
5. DISCOUNT -Discount percentage for projects that exceed (X) pages in length.		Please refer to Rates above
On-Demand - Onsite Translation and/or Interpretation Service (per hour)		\$ ____ N/A ____
Staffing EOC - Participation in all drills and exercises (per drill/exercise)		\$ ____ N/A ____
OVER-THE-PHONE (OPI) - for the phone bank (per minute)		\$ ____ N/A ____
Vendor shall provide accurate translation of submitted material. Correction of mistranslated material shall be provided at no additional cost to the State.		

Contact Information: Please provide contact information for use should the SRS and/or various other State agency staff needs to contact the appropriate person within your company to discuss customer service.

Customer Service Contact Person: Leticia Sifuentes

Company Name: MasterWord Services, Inc.



Toll Free Telephone 1-866-716-4999 Local: 281-589-0810 Fax 281-589-1104

Please note for translation:

Rush fees (50%) will apply if the Kansas Department of Administration requests that a specific job is done on a rush basis, overnight, on a public holiday and have to be preapproved by the Kansas Department of Administration **in writing in advance**. Furthermore, any large projects with stringent deadlines will incur rush fees as well (See Expedited Requests Rate section).